

Management Analyst/Special Projects Coordinator at Embassy of The United States

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Job Description

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The Embassy of the United States of America to Kenya, located in Nairobi, is home to the diplomatic mission of the United States to the Republic of Kenya. The embassy opened in central Nairobi on 2 March , when the United States established diplomatic relations with Kenya.

Basic Function of the Position:

Incumbent serves as the Management Analyst and Special Project Coordinator for the Management Sections such as – but not limited to – the Human Resources, Financial Management, and General Services Office. Assignments are usually given on a project basis and the incumbent is expected to fully analyze the problem, gather data and information find and evaluate alternative solutions, and make a formal recommendation. In addition, the employee performs administrative analysis; with his/her work primarily focusing on the day-to-day administration of the management section including the responsibility for making formal recommendations and decisions for delivery of management services. Position reports to Deputy Management Counselor. Requires Top Secret Clearance.

Requirements:

JOB KNOWLEDGE:

Computer skills (MS Word, Excel, and PowerPoint) are required.

Knowledge of local and national culture is required to answer visitors' questions regarding navigating life in Kenya.

Good working knowledge of the overall Mission structure, including other agencies at post.

ICASS and NSDD-38 rules and regulations.

Education Requirements:

Successful completion of 2 years university studies is required.

Experience:

Three years of administrative or clerical experience is required, 2 years of which should be in project coordination/project management is required.

Evaluations:

LANGUAGE:

Level IV (Fluent) speaking/reading/writing of English is required.

SKILLS AND ABILITIES:

Must possess strong organizational and project management skills, analyze complex data and interpret them into clear, concise, and manageable use by Post management, able to read architectural blueprints, and be a self-starter with the ability to perform multi-tasks and manages his/her own time. Ability to use Microsoft packages like word, excel, PowerPoint is required

May have to request others' participation in surveys, i.e. COLA, etc., sporadically. Should be comfortable with persuasion.

Drafting Management notices, sending emails requesting information or data from Management team or agency heads at large. Daily and weekly basis.

Qualifications:

All applicants under consideration will be required to pass security certifications.

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